

Minor Use Permit: Tier 3 Cell Site Modification Within County Right-Of-Way

EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,245
ENVIRONMENTAL		\$629	
PDS REVIEW TEAMS			\$1,425
STORMWATER			\$695
DEH	SEPTIC/WELL	\$644	
	SEWER	\$644	
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			\$5,638

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan (**see Note #4**)
- DPW Approval Letter
- [126 Acknowledgement of Filing Fees and Deposits](#) (**see Note #1**)
- [299 Supplemental Public Notice Certification](#)
- [320 Evidence of Legal Parcel](#) (**and any deeds**)
- [346S Supplemental Application](#)
- [399F Fire Availability](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG:SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans (**see Note #4**): **Eight (8) hard copies.**
 - If in Alpine CPG area: **Eight (8) hard copies.**
 - If in the (USDRIP) River Way Specific Plan area: **Ten (10) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
 - [346 Discretionary Permit Application](#): **One (1) hard copy.**
 - [346S Supplemental Application](#): **One (1) hard copy.**
 - [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**
 - [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**

In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in **PDS-565, Minor Use Permit**

Applicant's Guide. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.)

PART C:

All items below are informational only and not to be submitted.

<u>090</u>	<u>Typical Plot Plan</u>
<u>209</u>	<u>Defense and Indemnification Agreement FAQs</u>
<u>298</u>	<u>Supplemental Public Notice Procedure</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>565</u>	<u>Minor Use Permit Applicant's Guide</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy FP-2: Fire Code Compliance for Cellular Facilities</u>
	<u>Policy G-3: Determination of Legal Parcel</u>
	<u>Policy I-49: Distribution of Notification of Land Use Hearings</u>
	<u>Wireless Telecommunications Facilities (Ordinance No. 9549)</u>

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans, elevation drawings, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed. (Twenty-two (22) copies of each page if there is a "B" Designator).
5. Exempt, CEQA Guidelines Section 15303. Collect CEQA Exemption Review Fee.
6. No Health Department (DEH) Fee.
7. The Cell Site must be completely within the right-of-way.
8. Policy FP2 (Cellular Policy). If the project qualifies for Policy FP2 (the building is less than 300 sq. ft. and the proposed facility is not going into or attached to an existing building, i.e., church; and the site is not located within four fire districts (North County FPD, Rincon Del Diablo (Escondido) MWD, San Marcos FPD, or Vista FPD) **THEN NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE TO COUNTY FIRE.** Our Fire Personnel will be reviewing it to make sure the project meets all the requirements of Policy FP2. If it is in one of the four fire districts noted above OR is proposed to be included in or attached to an existing building/structure, then **NOTE PDS-346 THAT PPS NEEDS TO DISTRIBUTE IT TO**

THE APPROPRIATE FIRE DISTRICT. Policy FP2 does not apply if applicant has a letter from the fire department.

9. Cell Sites Adding Generators: Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept DPW money as they don't need to review. There is no distribution to DPW. Put a note on PDS-346 telling PPS not to distribute to DPW.
10. Cell Sites being accessed via private road easement must include proof of access to a publicly maintained road for the purpose of the cell facility.
11. Cell Sites being proposed on a parcel with an existing SFD or other structure being serviced by a septic system must provide a certified as-built Plan for the parcel. A \$1,100 fee for DEH must be collected.
12. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.